



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 3440.1C (HDQ)  
N4  
9 Dec 2009

COMNAVCRUITCOM INSTRUCTION 3440.1C (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING COMMAND HEADQUARTERS (NAVCRUITCOM HQ)  
DISASTER PREPAREDNESS PLAN

Ref: (a) NAVSUPPACTMID-SOUTHINST 3440.2  
(b) COMNAVCRUITCOMNOTE 5420 (HDQ) of 22 SEP 09  
(c) NAVSUPPACTMID-SOUTH EM SOP

Encl: (1) NAVCRUITCOM HQ Disaster Preparedness Plan  
(2) Exit Route Diagram  
(3) Mustering Diagram  
(4) Disaster Control Organization  
(5) Disaster Preparedness Area Team List  
(6) NAVCRUITCOM HQ Inclement Weather Plan

1. Purpose. To establish conditions of readiness in anticipation of fire, severe, or inclement weather and set forth procedures to be taken to prevent injury to personnel and damage to government property for NAVCRUITCOM HQ.

2. Cancellation. COMNAVCRUITCOMINST 3440.1B. Due to numerous changes, marginal notations are not included. This instruction must be reviewed in its entirety.

3. Background. Destructive or severe weather, particularly tornadoes or a building fire, poses a significant threat to personnel and government property. Heavy rains, gale force winds and flying debris may cause extensive damage. NAVCRUITCOM is responsible for developing and implementing a Disaster Preparedness Plan for all staff personnel and visitors that supports the Local Planning Agent's Operational Plan, for Naval Support Activity Mid-South (NSA Mid-South) and tenant commands. Reference (a) provides disaster preparedness guidance and deals extensively with the NSA Mid-South assigned Area of Responsibility.

4. Organization. Commanding Officer, NSA Mid-South, has been designated as the Navy Mid-South Complex Planning Agent for disaster preparedness coordination of Navy activities in the Mid-South region. For operational purposes and for executing

the requirements of reference (a), enclosures (1) through (3) establish the NAVCRUITCOM disaster control organization outlined in enclosure (4).

5. Responsibilities

a. Command Duty Officer (CDO). Upon assuming the watch, the CDO will meet and brief NAVCRUITCOM Chief Of Staff (COS) on current Force Protection threat condition (Navy Mid-South Complex), weather forecast for the next 48 hours, and any other issues that may affect the safety of this command. When directed (either to muster or pass critical information to the workforce) by the Chief of Staff (COS), the CDO will execute phone muster procedures utilizing ring down process.

b. Senior Watch Officer (SWO). Ensure that CDO's are properly trained to execute this instruction. Maintain a current recall bill for CDO use.

c. Department Heads

(1) When directed (either to muster or pass critical information to the workforce) implement phone musters and report results to the NAVCRUITCOM CDO. Department heads will be responsible for an accurate phone or visual muster of assigned personnel within their departments. Departments will maintain an up to date phone and recall roster at all times.

(2) NAVCRUITCOM departments are responsible for manning the disaster control organization bill within their designated areas of buildings S-784/S-750, warehouse S-394, and warehouse S-242, and ensure personnel are aware of the procedures outlined in enclosures (1) through (6).

d. Division Officers/Directors. When directed (either to muster or pass critical information to the workforce) by department heads, implement phone muster and report muster results directly to department head as soon as possible, NORMALLY WITHIN FOUR HOURS.

e. Disaster Preparedness Officer. Coordinate with the NSA Mid-South emergency teams to ensure appropriate action is taken during any emergency. Serve as the NAVCRUITCOM HQ principle advisor for disaster preparedness and report directly to the COS during any disaster or severe weather incident.

6. Information. The NSA Mid-South Fire Department is the primary emergency medical responder for NSA Mid-South. Command fire drills will be conducted quarterly by the NSA Mid-South Fire Department. NAVCRUITCOM N42 will coordinate all fire drills, notify the COS at least two working days ahead of time, and report results to the CDO and the N4 department head.

7. Action. NAVCRUITCOM department heads and special assistants will assign personnel to the Disaster Preparedness Organization as Disaster Preparedness Area Monitors in accordance with enclosure (4) and in writing using enclosure (5). These assignments will be forwarded to the Disaster Preparedness Officer and posted on emergency evacuation plans located throughout the building. The Disaster Preparedness Area Monitor assignments will be listed by name in reference (b) as a collateral duty. Department heads and special assistants will review personnel assignments semiannually in March and September for necessary changes due to Permanent Change of Station rotations, reassignments, or other reasons. Enclosure (6) is the NAVCRUITCOM Inclement Weather Plan. All hands will utilize enclosure (6) as directed.

/s/  
ERIC W. JOHNSON  
Chief of Staff

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<http://www.cnrc.navy.mil/Publications/directives.htm>

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**NAVCRUITCOM HQ Disaster Preparedness Plan**

1. Purpose. The purpose of this plan is to establish the procedures to be followed in emergency situations by all assigned NAVCRUITCOM HQ personnel onboard NSA Mid-South. These instructions should be reviewed by all members of the Disaster Control Organization and retained for ready reference. All members are required to become familiar with this instruction, follow the procedures set forth, and to cooperate with other members of the organization.

2. Scope. This plan outlines responsibilities of the members of the Disaster Control Organization and specifies actions to be taken in case of civil defense or disaster emergencies. Oral directions disseminated through the organization as circumstances dictate may supersede these actions.

3. Definitions

a. Emergency. Any unusual, serious occurrence for which normal operational capabilities are inadequate, and by which government employees or property are threatened or in danger.

b. Disaster Emergency. Any emergency resulting from unforeseeable circumstances such as storms, fire, flooding, building collapse, bombing, bomb threats, riots, and other circumstances that may cause undue hardship.

c. Disaster Control Organization. The organization established at NAVCRUITCOM HQ for the purpose of protecting occupants and property and minimizing danger.

d. Alarm System and Signals. Fire Alarm, 1MC. The fire alarm, a loud mechanical buzzer/siren, will be used for fire emergencies within the building, the 1MC Audible notification system will be used for emergencies where specific instructions for exiting the building are required.

4. Organization and Responsibilities

a. NAVCRUITCOM's Disaster Preparedness Coordinator. Prepares the Occupant Emergency Plan, which consists of emergency instructions and procedures to be followed. Exercises overall responsibility for proper execution of the plan upon declaration of an emergency situation.

b. Area Monitor

(1) Ensures proper functioning of the Disaster Preparedness Plan within a given area.

(2) Ensures evacuation routes are clearly identified and posted on bulletin boards, corridor intersections, and office exits.

(3) Ensures occupants are familiar with enclosure (1) and the evacuation routes.

(4) Directs orderly execution of fire drills. During an emergency (actual or simulated), the Area Monitor is in charge of the movement when the order to evacuate the building is received.

(5) Disseminates instructions and information to all personnel in their area.

(6) Is accountable for the personnel in their area until an "all clear" is sounded or the Occupant Emergency Coordinator, notifies them, or someone designated by the Occupant Emergency Coordinator.

(7) Must be aware of any handicapped personnel within their area. Keeps the Occupant Emergency Coordinator advised of the name and room number of each person.

(8) Maintains communication and provides progress reports to the command center.

(9) Ensures that all occupants within their area have been evacuated, notifies the command center and leaves the building last.

c. Handicapped Monitors

(1) Responsible for supporting the Area Monitor. Each handicapped person within an area will be assigned a Handicapped Monitor.

(2) During an emergency, the Handicapped Monitors assist handicapped persons within their area to the designated mustering area.

d. Building Occupants

(1) In case of fire, all personnel are required to evacuate the building in an orderly manner. For drill purposes, maximum allotted time for evacuation is two minutes.

(a) Sound fire alarm at nearest alarm box. (This should be accomplished by anyone who witnesses smoke or fire.)

(b) Notify Fire Department via telephone only if time permits. (This should be done by the person activating fire alarm.)

(c) Secure classified material.

(d) Pick up personal belongings such as keys, purse, etc.

(e) Leave office, closing door behind you.

(f) Occupants of building S-784, muster at the "SAIL" area located between buildings S-784 and S-791.

(g) Occupants of building S-750, muster at the entry to the east parking lot, south east corner of building S-750.

(f) Occupants of building S-394, muster to the south of the building, south side of Integrity Drive.

(2) Buildings will be divided up into basic zones. Enclosure (2) is a diagram showing exit routes for all zones and is posted in all primary areas throughout the building. Each zone will be further sub-divided into smaller areas. Once outside all personnel will proceed to the "SAIL" and muster with their designated representative.

(3) Departmental area monitors are responsible for ensuring all personnel have exited the sub-divided areas for which they are responsible prior to departing themselves. They will then immediately proceed outside to the mustering area and report the status of the evacuation to their department head.

(4) Once personnel have exited the building, a mandatory muster will be taken by the designated representative for each department to account for all personnel. This information is to

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be given to the scene commander. Departments will muster in designated areas as shown in enclosure (3).

5. Tornado Shelters. Tornado shelters are designated building sites to be used as short term shelter for approaching severe storms. While most buildings now at NSA Mid-South are capable of withstanding most severe storms, two tornado shelter sites will be open during a tornado warning. These sites act as a shelter for personnel residing in the base trailer park or personnel out and about on base when a tornado warning is issued. The following is a guide on what to do and what types of early warning will be issued.

6. Tornado Watch. If a tornado watch is issued, monitor the local weather reports issued on radio or TV. Be alert to changing weather conditions such as blowing debris or the sound (Tornadoes frequently sound like a freight train.) an approaching tornado may make. Hail often accompanies tornadoes. Be prepared to go to a safe area or a designated shelter.

7. Tornado Warning. A tornado warning is issued if a tornado has been spotted on radar visually. If a warning is issued, seek shelter immediately. Stay away from doors, windows, and unsecured large objects such as curio cabinets or bookshelves. Stay near the center of the building. The base sirens will be activated and the NSA Mid-South designated shelters will be open when a warning has been issued.

There are two emergency shelters:

**S-750** - Located at the corner of Oriskany Street and Wasp Avenue.

**S-751** - Located at the corner of Commitment Loop and Tarawa Avenue.

#### 8. Inclement Weather Procedures

a. Enclosure (6) details actions for all hands in the event of inclement weather. Hazardous weather conditions, such as flooding, severe snowstorms, or icing conditions on streets, highways, and bridges, and unusual conditions dangerous to health and safety may develop. The Commanding Officer, NSA Mid-South, is the responsible Line Commander for the Navy Mid-South Complex (host and tenant activities), and will determine when administrative dismissal of employees is warranted.

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Navy Recruiting Command will execute enclosure (6) in the event of inclement weather and ensure safety.

b. The NAVSUPPACT Public Affairs Officer (PAO) will notify the following listed media when normal operations are affected. Employees are expected to report for duty unless specific notification not to come to work is received from command's CDO in case of ambiguous media announcements or lack thereof.

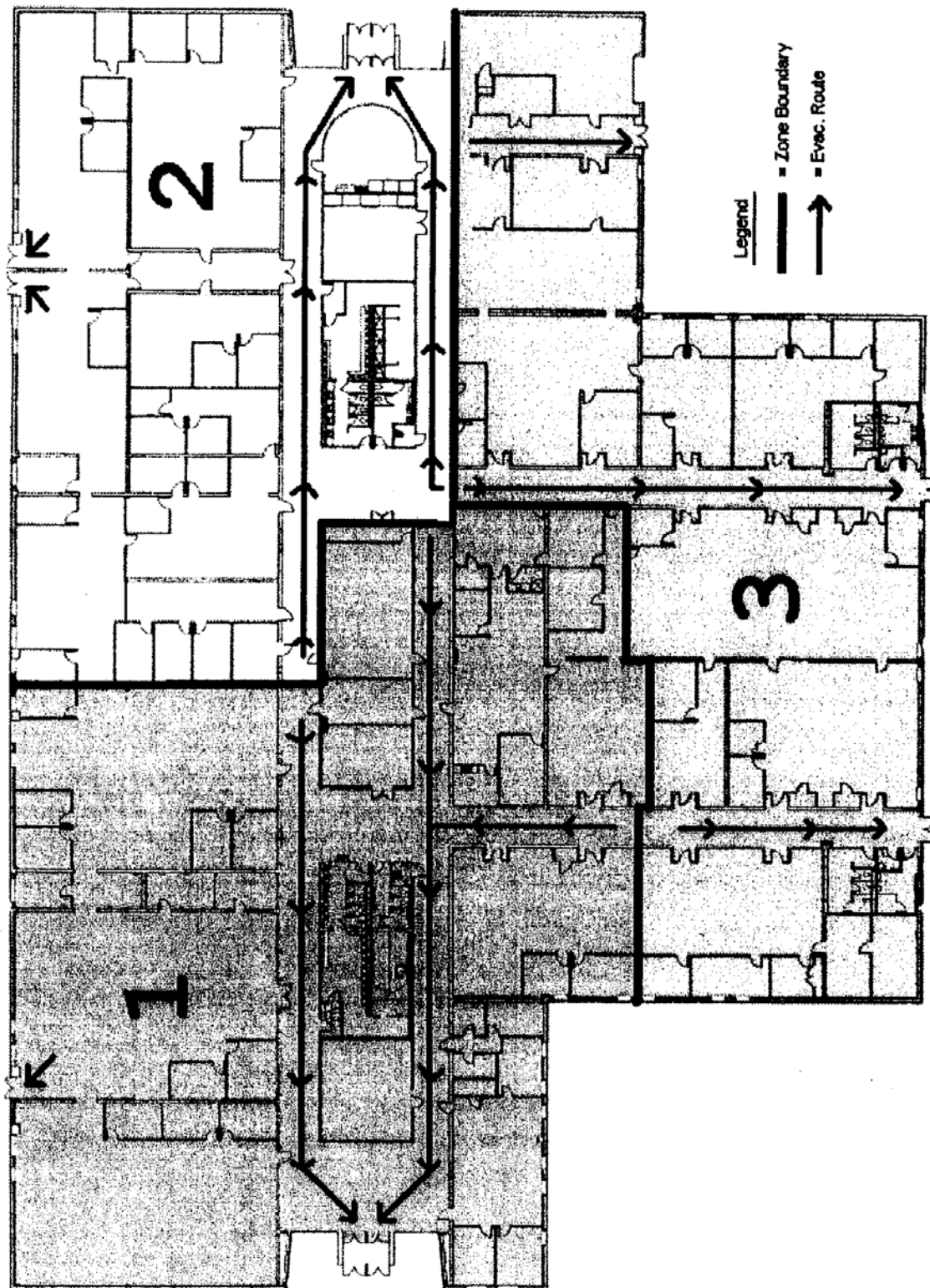
9. Emergency Broadcast Stations

<u>Radio</u>		<u>Television</u>
WREC-AM 60	WHBQ-AM 56	Channel 3 (CBS)
WEGR-FM 102.7	KFTH-FM 107.1	Channel 5 (NBC)
WRVR-FM 104.5	WGKX-FM 106	Channel 13 (FOX)
WOGY-FM 94.1	WMC-FM 99.7	Channel 24 (ABC)
WJCE-AM 680	WMC-AM 79	Millington Cable TV
WDIA-AM 1070		



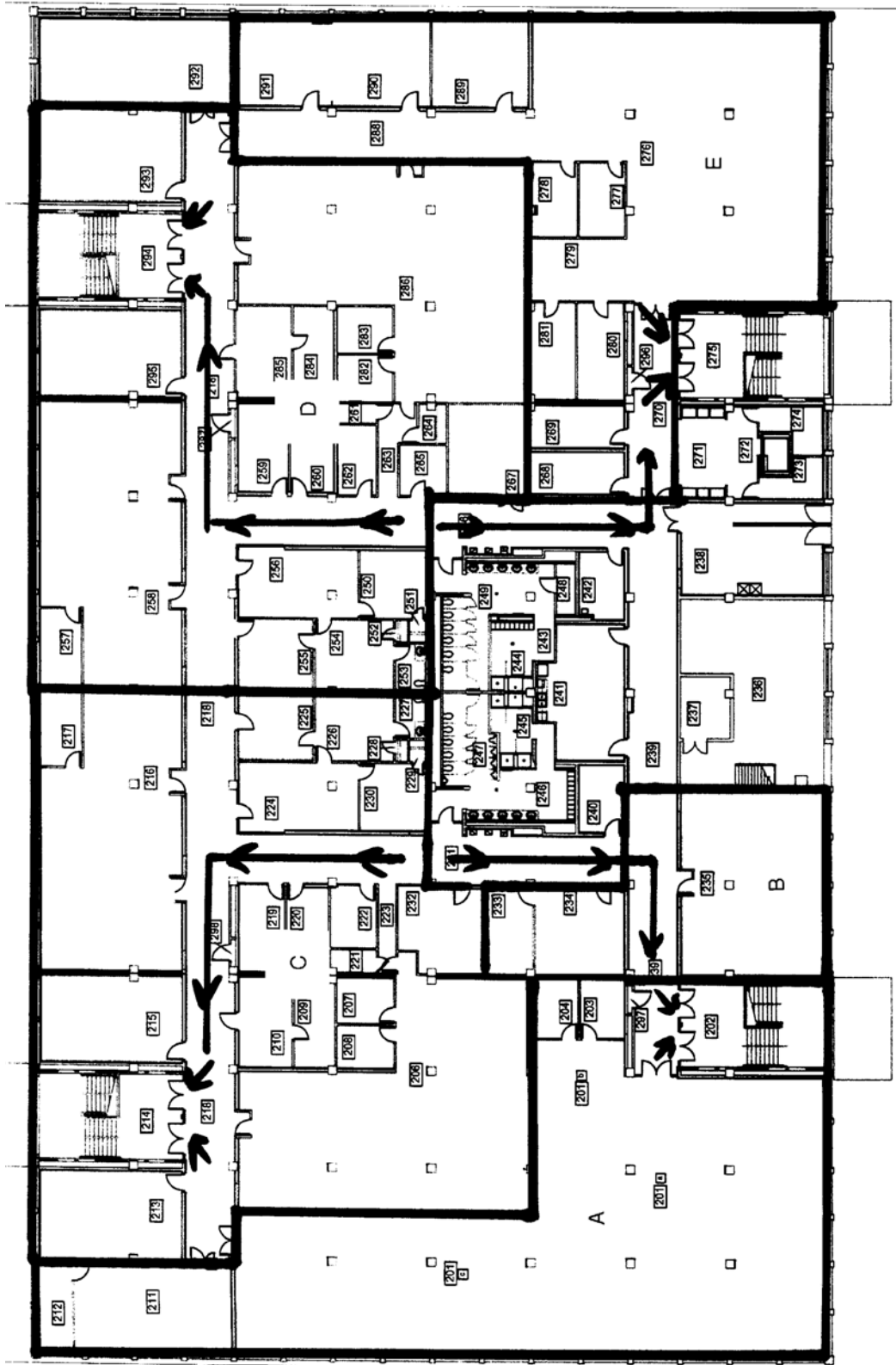
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Exit Routes Bldg S-784

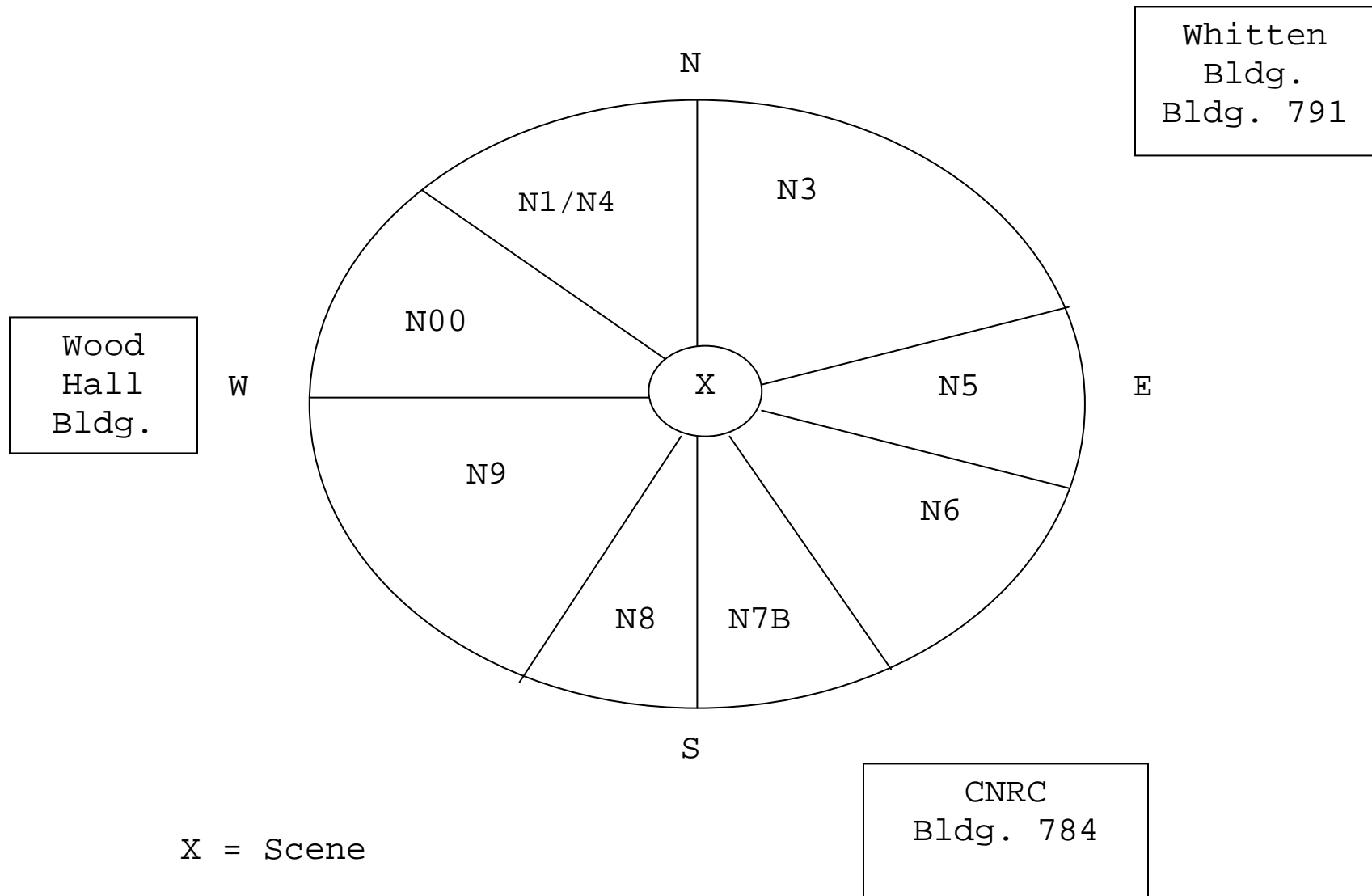


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Exit Routes Bldg S-750



**NAVCRUITCOM Bldg 784 Disaster Mustering Diagram**



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**Disaster Control Organization**NAVCRUITCOM Building S-784

1. Disaster Preparedness Coordinator. Disaster Preparedness Officer, Navy Recruiting Command, Building S-784, Room 72, Phone 874-9120

2. NAVCRUITCOM Area Monitors

Area (A) Monitor	Assigned by Code N3
Alternate	Assigned by Code N3
Handicapped Monitor	Assigned by Code N3
Area (B) Monitor	Assigned by Code N3
Alternate	Assigned by Code N3
Handicapped Monitor	Assigned by Code N3
Area (C) Monitor	Assigned by Code N5
Alternate	Assigned by Code N5
Handicapped Monitor	Assigned by Code N5
Area (D) Monitor	Assigned by Code N8
Alternate	Assigned by Code N8
Handicapped Monitor	Assigned by Code N8
Area (E) Monitor	Assigned by Code N00C
Alternate	Assigned by Code N00C
Handicapped Monitor	Assigned by Code N00C
Area (F) Monitor	Assigned by Code N1/4
Alternate	Assigned by Code N1/4
Handicapped Monitor	Assigned by Code N1/4
Area (G) Monitor	Assigned by Code N3
Alternate	Assigned by Code N3
Handicapped Monitor	Assigned by Code N3
Area (H) Monitor	Assigned by Code N9
Alternate	Assigned by Code N9
Handicapped Monitor	Assigned by Code N9
Area (I) Monitor	Assigned by Code N00
Alternate	Assigned by Code N00
Handicapped Monitor	Assigned by Code N00

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Area (J)	Monitor	Assigned by Code N6
	Alternate	Assigned by Code N6
	Handicapped Monitor	Assigned by Code N6
Area (K)	Monitor	Assigned by Code N6
	Alternate	Assigned by Code N6
	Handicapped Monitor	Assigned by Code N6
Area (L)	Monitor	Assigned by Code N9
	Alternate	Assigned by Code N9
	Handicapped Monitor	Assigned by Code N9
Area (M)	Monitor	Assigned by Code N9
	Alternate	Assigned by Code N9
	Handicapped Monitor	Assigned by Code N9
Area (N)	Monitor	Assigned by Code N9
	Alternate	Assigned by Code N9
	Handicapped Monitor	Assigned by Code N9
Area (O)	Monitor	Assigned by Code N0IG
	Alternate	Assigned by Code N0IG
	Handicapped Monitor	Assigned by Code N0IG

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**Disaster Control Organization**NAVCRUITCOM Building S-750

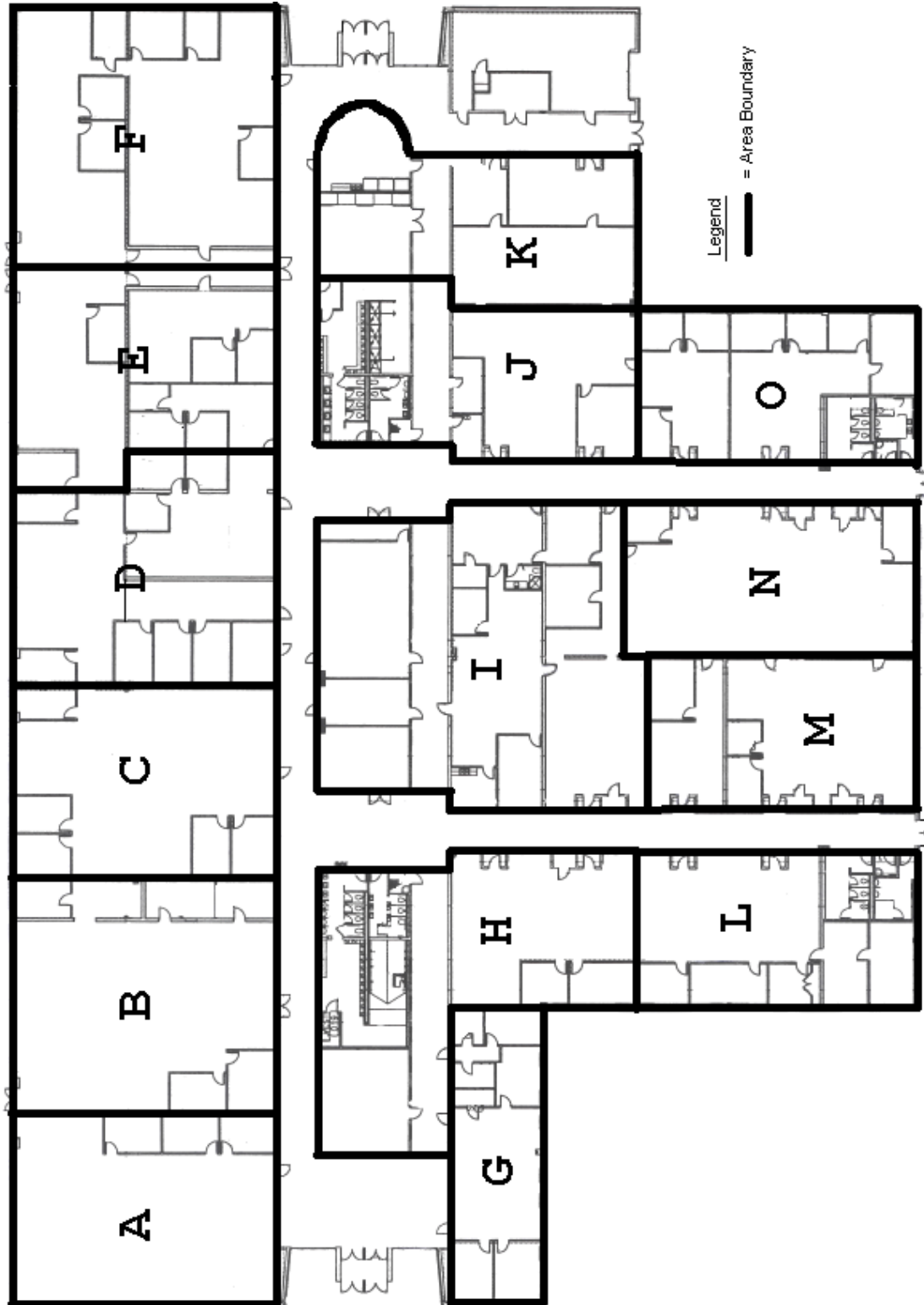
1. Disaster Preparedness Coordinator. Disaster Preparedness Officer, Navy Recruiting Command, Building S-784, Room 72, Phone 874-9120

2. NAVCRUITCOM Area Monitors

Area (A) Monitor	Assigned by Code N3
Alternate	Assigned by Code N3
Handicapped Monitor	Assigned by Code N3
Area (B) Monitor	Assigned by Code N6
Alternate	Assigned by Code N6
Handicapped Monitor	Assigned by Code N6
Area (C) Monitor	Assigned by Region W
Alternate	Assigned by Region W
Handicapped Monitor	Assigned by Region W
Area (D) Monitor	Assigned by Region E
Alternate	Assigned by Region E
Handicapped Monitor	Assigned by Region E
Area (E) Monitor	Assigned by Code N7
Alternate	Assigned by Code N7
Handicapped Monitor	Assigned by Code N7

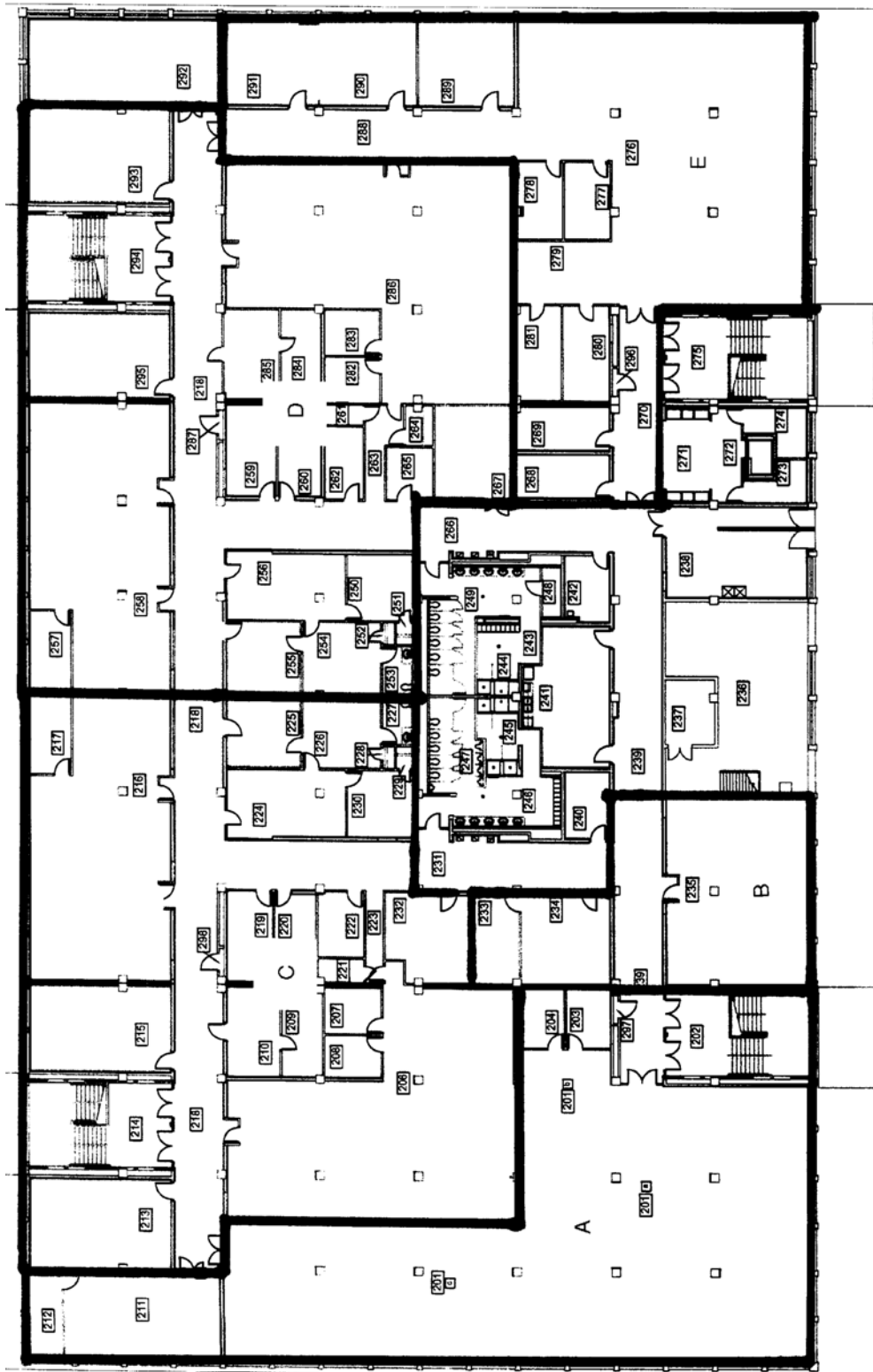
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Area Monitor Diagram Bldg S-784



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Area Monitor Diagram Bldg S-750





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**Disaster Preparedness Area Team List**

AREA \_\_\_\_\_

	Alternate
Area Monitor _____	Area Monitor _____
Title _____	Title _____
Telephone _____	Telephone _____
Skills _____	Skills _____

Handicapped Monitors (Include telephone numbers and skills.)  
Match name of handicapped person with responsible monitor

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Complete one sheet per area.

Indicate skills i.e.; first aid, CPR etc; that would be useful during emergencies.

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### Inclement Weather Procedures

1. Purpose. To establish procedures for monitoring inclement weather hazards and modifying command working hours in the interest of safety during inclement weather.
2. Responsibility. The N4 Department is responsible for developing and updating the inclement weather plan.
3. Scope. Inclement weather can cause unsafe driving conditions during the time that NAVCRUITCOM Staff personnel normally commute to and from work. A clearly defined process to adjust working hours to ensure safe commuting during these hazards will reduce confusion and ensure NAVCRUITCOM Staff continues to support subordinate commands.
4. Assumptions. NAVCRUITCOM Department Heads will ensure that mission critical work will not stop or be excused during inclement weather. The phrase "NAVCRUITCOM is not working today" will not be a common term used by any NAVCRUITCOM Staff member. However, personnel safety is paramount. Department Heads, at their discretion, will authorize Telework and delayed reporting for key personnel work (if at all possible) for up to 72 hours, when weather conditions affect safety.
5. Procedures. When there is the possibility of inclement weather, NSA Mid-South will evaluate the situation and determine if the hazard warrants any change in the base operating level. The command will attempt to complete the decision making process no later than 0600 of the effected day.

**Note: NAVCRUITCOM Chief of Staff will direct early dismissal of employees if inclement weather threatens driving safety during normal working hours.**

6. Base Operating Levels. NSA Mid-South will operate in one of the following levels during severe winter weather:

- a. Normal Operations - All base operation services will be open.

- b. Delayed Reporting - All NAVCRUITCOM personnel will delay the start of their work day until 0900 or 1100. The specific time will be determined no later than 0600 the day of the event and reflected on the media outlets listed below or as directed.

If weather has not improved by 1100, and driving conditions are still unsafe, then a non-report to work day will be initiated for that specific day.

c. Limited Base Support - (Do not report to work) - Some or all of the Base support functions provided by NSA Mid-South will not be available.

d. NSA Mid-South fleet support functions are:

- (1) Safety Program
- (2) Environmental Program
- (3) Facility Investment and Collateral Equipment Program
- (4) MWR Programs
- (5) Other Community Support Programs
- (6) Supply Services
- (7) Base Support Vehicle and Equipment Services
- (8) Facility Services
- (9) Child Development Center
- (10) Housing, Dormitory and Lodging Services
- (11) Fleet and Family Support Services
- (12) Command and Staff Services

(13) Food Services delayed Reporting - All personnel onboard NSA Mid-South will delay the start of their work day until 0900 or 1100. The specific time will be determined no later than 0600 the day of the event.

e. Once the decision has been made to operate at Limited Support Services or Delayed Reporting, the NSA Mid-South PAO will contact the media to announce base operation level and will notify the Dispatch Center who will notify tenant commands via the weather alert telephone.

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f. The NSA Mid-South PAO will notify radio and television media as soon as possible to ensure there is adequate time for public broadcast.

g. When NSA Mid-South operates at any level other than NORMAL Operations, Department Heads will implement phone musters, utilizing the ring down process outlined on page 2, and report results directly to the COS or CDO.

h. The following media outlets will broadcast public information:

<u>AM Radio Stations</u>	<u>FM Radio Stations</u>	<u>TV Stations</u>
WHBQ 560	WHBQ 93.5	WREG Channel 3 (CBS)
WREC 600	WMBC 94.1	WMC Channel 5 (NBC)
WJCE 680	WMPS 96.1	WHBQ Channel 13 (FOX)
WDIA 1070	WHRK 97.1	WPTY Channel 24 (ABC)
KWAM 990	WEGR 102.7	Millington CATV Channel 11
WKBL 1250	WRVR 104.5	Covington KBJ Channel 29
	WGKX 105.9	
	KXHT 107.1	

**All NAVCRUITCOM staff may also call the Emergency Operations Cell (EOC), 901-874-7474, 24 hour service to receive updated MID-South Operating status.**